



Arizona Biomass Enterprise Grant Program

ARIZONA FY2015

REQUEST FOR GRANT APPLICATIONS

Application Deadline:

Applications must be received at:

Arizona State Forestry Division
Arizona Biomass Enterprise Grant Program
3650 Lake Mary Road
Flagstaff, AZ 86005

or by email at:
PatrickRappold@azsf.gov

No Later than: XXXX, 2014 by 5:00p.m.

Arizona State Forestry - Arizona Biomass Enterprise Grant Program

2014 Grant Guidelines

I. Introduction

Forests and woodlands across the state of Arizona are in need of market development opportunities to facilitate on-the-ground restoration activities. Arizona State Forestry and the USDA Forest Service are committed to advancing the installation of commercially viable wood energy systems in the public and private applications that use woody biomass generated from public lands and other land ownerships.

Arizona State Forestry, with funding provided by the USDA Forest Service, is soliciting cost-share project proposals from **\$5,000** to **\$30,000** for woody biomass utilization projects. The funds are made available to assist with the financial costs of procuring preliminary engineering assessments, wood energy conversion feasibility studies, and wood fiber supply studies.

II. Program Objectives

The objectives of the Arizona Biomass Enterprise Grant (ABEG) program are:

1. Promote commercially proven wood energy systems that utilize woody biomass from public lands and other land ownerships,
2. Expand markets that convert woody biomass into energy or higher value products to support wildfire mitigation, forest restoration, and other forest management goals on public lands and other land ownerships,
3. Expand cluster development of forest enterprises that are complimentary, to one another, and diverse enough to weather market dynamics

III. Eligible Applicants

- Units of local government (counties, municipalities, cities and towns)
- Non-Profit Organizations 501(c)3
- Public educational institutions
- State agencies
- Tribal governments
- US Military

Individuals and for-profit companies do not qualify for direct funding. Organizations that have previously received any grant from Arizona State Forestry must be current on their quarterly reporting requirements per their signed grant agreement(s) prior to receiving a new award. *The ABEG program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.*

IV. Priority

Priority will be given to proposals that clearly identify if the feedstock for the project is sourced from landscape scale forest/woodland restoration activities or watershed protection and enhancement projects.

V. Fundable Projects

Under the ABEG program, projects that seek to use woody biomass for the following uses are eligible for funding:

1. Generation of thermal energy;
2. Generation of electrical energy;
3. Production of value-added products such as wood heating pellets or other novel modified wood fuel products;

Within the parameters of the ABEG program woody biomass is defined as virgin cellulosic material derived from forests or woodlands. Additionally, the definition of woody biomass also encompasses the by-products of primary processing facilities that source their feedstock from forest or woodlands, i.e. sawmill by-products. Special exemption will be made for projects planning to utilize woody biomass from urban areas that are being removed in response to invasive insect or catastrophic plant pathogens.

Proposed projects must utilize at least 50 percent woody biomass originating from forest or woodland resources. The remaining 50 percent of feedstock for projects can be from other cellulose based or non-cellulose based sources. An example of a cellulose based feedstock, not directly from a forest resource, would be ground chips originating from recycled or reclaimed wood products. A non-cellulose based feedstock example would be coal which is co-fired with woody biomass originating from a forest or woodland resource.

Allowed Reimbursable Expenses

Only the following incurred expenses will be reimbursable under the ABEG program funding:

1. Expense from a study that identifies the volume and/or quality of biomass in a geographic region(s) that would be able to be used in a project that utilizes woody biomass,
2. Expense from an engineering study that:
 - a. Identifies the financial value of upgrading or improving a current practice that utilizes woody biomass
 - b. Identifies the financial value of converting a thermal or electrical generation practice from using a fossil fuel energy source to a wood biomass energy source
 - c. Identifies the financial value of installing a new process that utilizes woody biomass

VI. Grantee Responsibilities

Non-Federal Match

Funds are awarded on a cost matching-basis, and this program requires **50% (1:1) match** from a non-federal source. Proposals should clearly show how the grantee will provide the required match. Eligible match may be in the form of cash, services, volunteer time, equipment and/or facility usage, and/or in-kind contributions.

Grant Requirements

Only grant requests between **\$5,000** and **\$30,000** will be considered. Grantees must obtain a tax ID and DUNS number prior to the grant activation date in order to be eligible to receive funds.

All grant project work must occur within **24 months** of grant activation.

Grant Reports and Reimbursement Requests

Applicants that receive a grant will need to appoint a specific representative to manage the grant and fiduciary responsibilities. Grant recipients are required to submit reimbursement forms and documentation of all expenditures along with quarterly reports. A final accomplishment report is required within one month of the grant termination date.

All applications will be scored based on the following:

Does the project meet the minimum 50% (1:1) match requirement?	Yes = Eligible for scoring	No = Ineligible	
Is the grant request between \$5,000 and \$30,000?	Yes = Eligible for scoring	No = Ineligible	
Is the scope of the project clearly identified? (feedstock source, technology and where the material will be utilized)	Score = 1-10		
Is the project methodology clearly identified and well thought out? (project strategy, who is performing the work and how)	Score = 1-10		
How well does the project meet the grant objectives? (see grant objectives)	Score = 1-10		
Does the project clearly demonstrate measurable objectives? (utilize a measurable amount biomass, offset the cost of treatment on a specific number of acres)	Score = 1-10		
Is the proposed work achievable in the requested time frame and budget?	Score = 1-10		
Does the project incorporate regional business clusters development opportunities? (secondary processing or complimentary processing facilities, etc.)	Score = 1-10		
Does the project propose using commercially viable processing and/or utilization systems?	Score = 1-10		
Does the project propose using woody biomass from a landscape scale forest or woodland restoration project on public lands? The woody biomass could originate from the by-products of primary processing activities that procure raw material from restoration projects.	Yes = 1	No = 0	
Does the project propose using woody biomass from a project that has the purpose of protecting or enhancing a watershed? The woody biomass could originate from the by-products of primary processing activities that procure raw material from watershed protection/enhancement projects.	Yes = 1	No = 0	

VII. State Responsibilities

1. Provide Forestry Technical Assistance

Arizona State Forestry will provide a point of contact for each awarded grant project. The point of contact will provide, or coordinate on-the-ground expertise and offer recommendations to properly implement woody biomass utilization projects. This person will review all reimbursement requests, quarterly reports, and be the main contact for Arizona State Forestry, Wood Utilization.

2. Reimbursement

Arizona State Forestry will coordinate funding from the USDA Forest Service and reimburse grantees after eligible expenses and match are incurred and documented. All match must be from a non-federal source. The allocated grant amount must be matched at the agreed upon rate by the recipient. The matching share can be soft match (i.e. labor, equipment, etc.) and/or hard match (actual dollars spent other than federal grant funds within the specified scope of work).

3. Site Visits

Prior to funding proposals, Arizona State Forestry personnel prefer to conduct a site visit and review the project area with the potential grantee. Site visits to monitor project progress and completion will also be performed during the grant period.

VIII. Application Instructions

The fillable application form can be found online at azsf.az.gov/grants

1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted character space. **Applications that have been modified for any reason will be considered ineligible by the review committee.** Attachments or addendums may be included, and may be considered by the review committee.

2) Application guidelines by box number:

Box 1 & 2- Basic applicant information.

Box 3 & 4- The totals in these boxes add automatically when all data is entered into the fields and you tab to the next fill-in enabled box. **Do not enter numbers into contributors' space.** If the contributors' name contains a number, spell out the number so that it will not add into the total column. Check that all numbers add up correctly and have transferred correctly to the Official Use only box on the top of page 1. Do not put the grant amount requested into box 3 as that will make box 3 and 4's match totals different and points will be deducted for these boxes not matching.

Box 5- Check the boxes as they apply to the proposed project.

Box 6- The project area description should give a brief overview of the proposed project and the forest or woodlands area where the feedstock will originate from.

Box 7- Provide a brief description of how this project meets the grant objectives. The objectives of the Arizona Biomass Enterprise Grant (ABEG) program are:

1. Promote commercially proven wood energy systems that utilize woody biomass from public lands and other land ownerships,
2. Expand markets that convert woody biomass into energy or higher value products to support wildfire mitigation, forest restoration, and other forest management goals on public lands and other land ownerships,
3. Expand cluster development of forest enterprises that are complimentary, to one another, and diverse enough to weather market dynamics

Box 8- The scope of work should explain exactly how the grant dollars will be spent on this project. Unlike the overview, this will provide the specific details of the project. Remember to be concise.

Give a timeline of activities from time of award to the closure of the grant. Include all applicable time frames, milestones and measurables.

Box 9- Specify the organizations that will contribute to or participate in the completion of this project. Describe briefly the contributions each partner will make (i.e. – donating time/equipment, funding, etc.).

Box 10- Describe the long-term sustainability of the proposed project, in terms of both feedstock sustainability and operational capacity.

IX. Application Due Dates

The 2014 Invasive Plant Grant Program application form must be used. This form should be filled out and submitted to Arizona State Forestry no later than X PM on XXXXX, 2014. Proposals received after this date will not be accepted. Proposals should either be mailed to:

Arizona State Forestry Division
Attn: Arizona Biomass Enterprise Grant
3650 Lake Mary Road
Flagstaff, Arizona 86005

or sent by email to: PatrickRappold@azsf.gov

Any project match or reimbursable costs accrued prior to a signed agreement with the State Forester will NOT be eligible for reimbursement.

Arizona Biomass Enterprise Grant
2014 Application-ASFD

FOR OFFICIAL USE ONLY	
Dollar Amount Requested:	\$ 0
Matching Share:	\$ 0
Percent (%) Matching	0%

1	Applicant Information	
	Applicant:	
	Contact Person:	
	Address:	
	City/Zip Code:	
	Phone (Work/Cell):	
	Email:	
	Fax:	

2	Project Information	
	Name of Project:	
	Community Name:	
	County:	Congressional District:

3	Grant Contributors (Matching Share)							
	(Federal dollars DO NOT qualify)							
	Please specify each match contributor and the dollar amount of each contribution.							
	Please DO NOT show grant requested funds in this table. This is for matching share only.							
	Contributors: (Please specify)							TOTAL
	Dollars (Hard Match):	\$0	\$0	\$0	\$0	\$0	\$0	\$ 0
In-Kind (Soft Match):	\$0	\$0	\$0	\$0	\$0	\$0	\$ 0	
TOTAL:		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

4	Total Project Expense (break down matching share totals from block three)				
		Grant Share (\$ Amount Requested)	Match (from block three)		TOTAL
			Dollars	In-Kind	
	Personnel / Labor:	\$0	\$0	\$0	\$ 0
	Operating / Supplies:	\$0	\$0	\$0	\$ 0
	Travel:	\$0	\$0	\$0	\$ 0
	Contractual Services:	\$0	\$0	\$0	\$ 0
	Equipment:	\$0	\$0	\$0	\$ 0
	Indirect Costs:	\$0	\$0	\$0	\$ 0
	TOTAL:		\$ 0	\$ 0	\$ 0

5	Project Summary (check all that apply and answer related questions in appropriate box)	
	Is the feedstock for the proposed project sourced from public lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the feedstock for the proposed project sourced from urban trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the proposed project being coordinated with a restoration project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	What is the estimated duration of this project? (24 month maximum)	_____ months

Project Description	
All information for the project should fit into the allotted character space provided below. Addendum may be submitted if more space is needed.	
6	Provide an overview of the proposed project and the forest or woodlands area that will benefit from the project. 2500 characters

7	Project Goals and Objectives All information for the project should fit into the allotted character space provided below. Addendum may be submitted if more space is needed.
	Provide a brief description of how this project meets the grant objective. 1500 characters

8	Scope of Work / Project Timeline All information for the project should fit into the allotted character space provided below. Addendum may be submitted if more space is needed.
	Provide a brief scope of work which clearly describes how grant funds will be spent: Types of studies proposed or sought after. (This should be more specific than the project description) 1500 characters
	Provide a timeline for the project. 1000 characters

Collaborative Elements and Partners

All information for the project should fit into the allotted character space provided below.
Addendum may be submitted if more space is needed.

Specify the organizations that will contribute to or participate in the completion of this project. Describe briefly the contributions each partner will make (i.e. – donating time/equipment, funding, etc.).

2000 characters

9

Project Longevity

All information for the project should fit into the allotted character space provided below.
Addendum may be submitted if more space is needed.

Describe the long-term sustainability of the proposed project, in terms of both feedstock sustainability and operational capacity. 2000 characters

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